



OLD VALUES - NEW HORIZONS

## COMMUNITY DEVELOPMENT

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### Planning Board Approved Minutes

Wednesday, May 18, 2016

7:00pm @ Community Development Department

#### Attendance:

Chairman Paul Gosselin, present

Margaret Crisler, excused

Dan Guttman, present (7:06pm)

Kathleen DiFrusia (alternate), present

Gabe Toubia (alternate), excused

Jennifer Simmons, Board of Selectmen alternate, excused

Vice Chair Kristi St. Laurent, present

Alan Carpenter, excused

Ruth-Ellen Post, present

Matt Rounds (alternate), present

Ross McLeod, Board of Selectmen, excused

Ms. DiFrusia is seated for Mr. Carpenter.

Mr. Rounds is seated for Ms. Crisler.

#### Public Hearings

Case #2016-16 Customary Home Occupation 8 Taylor Farm Road (Lot 3-A-612)

A Customary Home Occupation application has been submitted by Tara Blake for 8 Taylor Farm Road (Lot 3-A-612), which is located in the Rural District. The application is for a home-based Speech Therapy business. There will be approximately 1-2 clients per day and no additional staff will be onsite. No outside improvements, including signage, are proposed.

**A motion was made to accept the application Vote 5-0-1. Mr. Guttman abstained due to his late arrival.**

**A motion was made by Ms. Post to open the public hearing at 7:06pm. Seconded by Mr. Rounds. Vote 6-0. Motion passes.**

The Board thanked Ms. Blake for coming before the Board. She was invited to address the Board but declined. Ms. Post spoke to the idea of refining the process so that certain straightforward applications did not need to come before the Board.

**A motion was made to approve the application. Seconded by Ms. Post. Vote 6-0. Motion passes.**

Case #2016-17 Minor Site Plan/Change of Use 58 Range Road (Lot 17-H-2)

An application for a Minor Site Plan/Change of Use has been submitted to convert a former retail space to a yoga/Pilates studio with accessory services. The property is located at 58 Range Road (lot 17-H-2) in the Gateway Commercial District. The applicant, Cally Wickson, on behalf of the property owner, Regent

Street Properties, is proposing to have 5 employees, 6-10 classes per day with approximately 15 clients per class and operate M-F 7am-1pm and 4-8pm and Sat & Sun 7am-1pm. No exterior site changes are proposed. Per Section 303.5 of the Site Plan Regulations, if the application does not qualify as a Minor Site Plan then it will be deemed a Major Site Plan & the application will be heard as a Preliminary Major Site Plan Application.

**A motion was made to open the public hearing as a Minor Site Plan by Mr. Guttman at 7:13pm. Seconded by Ms. DiFrusia. Vote 6-0. Motion passes.**

Ms. Scott stated that the space that the applicant is looking to occupy is currently vacant.

**The application was open to the public at 7:15pm by Chairman Gosselin.**

Ms. Cally Wickson, the applicant addressed the Board. The space will be a yoga and Pilates studio. She is also a certified doula.

**The public hearing was closed at 7:16pm.**

**A motion was made to approve the application by Mr. Rounds. Seconded by Ms. Post. Vote 6-0. Motion passes.**

**Case # 2016-11 Major Site Plan Application 49 Range Road (Lot 18-L-400) – Extension Request**

Chairman Gosselin noted that the Board did not need to hear the extension request as the issues had been rectified referenced Mr. Gregory's May 17<sup>th</sup>, 2016 email.

**Workshop Item: Service Road, Road Layout & Cross-parcel connections in PBT & VCD**

The Board discussed potential connections. Incentives to make the connections more attractive to developers and abutters were also discussed by the Board. The Board agreed it would be helpful to have the property owners present for the discussion. "Road layout" infers a legal right of way that must go through the Board of Selectmen. Imminent domain or a right of way are two ways that can make a road.

The Board discussed, exclusive of this district, how there are several property owners in town who want to interconnect and have a hard time finding a mutually beneficial connection for each party. The Board would like to work with landowners and abutters. The Board is not interested in commanding or dictating anything. In return for granting a right of way, a break of some kind might be offered to some other requirement in the district.

This Board is first and foremost a Planning Board. Ms. St. Laurent cited the Route 111 Corridor study as a good starting place of suggestions for road connectivity.

The Board stated that property owners could decide with their neighbor where the road can be laid out to be mutually beneficial for both parties. Perhaps the Board can grant a waiver or variance to incentivize property owners to work towards connectivity. There are ways to encourage connectivity without mandating it.

Roads can be laid out without the taking of land. Ms. Scott referenced a packet given to the Board in February to that end. There can also be Conditional Use Permits granted as an incentive as we currently have in the VCD. The Board can do the connectivity through planning yet it can also be worked through

with each applicant as they phase their work. Bedford, New Hampshire was cited as an example; applicants were able to get more support from a Board because the Board's wishes were being granted.

Karl Dubay of the Dubay Group addressed the Board. Mr. Dubay agrees that the Board can find a way to not mandate connections but can work with applicants to get what they need in reference to connectivity. The goal is to have true connections between the properties. "Coercing good planning" is a phrase that was used to assist this process in a helpful way in Bedford.

Ms. Scott stated that the site plan regulations were changed previously to encourage for historic preservation reasons last year. However, site plan regulations can be changed in a public hearing to facilitate the needs of property owners to interconnect. The Board is interested in the strategies utilized in Bedford to make this interconnectivity happen in a cohesive way.

The property owners typically maintain access roads and service roads. Mutually beneficial relationship between the Board, the town and the property owners is the goal. The Board is interested in a public hearing that speaks to that point; currently, this is a workshop meeting. No decisions are being made at this time. There also has to be a compromise between abutters. A waiver is an honest incentive for the applicants.

Proper design can help combat potential traffic issues as well. All properties have a point of access onto Route 111 as it is a state road. There can be service roads paid for by TIF funding as a priority to minimize congestion.

Mr. Chris McCarthy addressed the Board. Mr. McCarthy like the suggestion of Ms. DiFrusia to run a workshop to bring in property owners to discuss the Board's vision for what they see in the VCD.

Ms. Scott suggested that staff members could bring together the property owners to discuss the expectations in the VCD outside a public hearing. The final step would eventually be with the full Board. The Board does not feel that a subcommittee would need to be a middle step at this time.

The Board does want interconnectivity. The Board understands that the property owners will want as much of a say as possible in how that comes about.

The Board agrees that staff will reach out to property owners to discuss potential right of ways and to address the idea of waivers for owners who are willing to work with the Board to get interconnectivity. Staff will be sure to communicate if a meeting did indeed occur with the property owners.

The Board would like this topic included on their agenda with the Board of Selectmen on June 20<sup>th</sup>.

Mr. Dubay addressed the Board again. There must be a nexus of a waiver; there has to be a contact and it has to do with access.

Ralph Valentine of The Valentine Group addressed the Board. He spoke to the proactive approach that the Board was taking to entertain the idea of a TIF district.

#### **Meeting Minutes – Review and Approve May 4, 2016**

**A motion was made by Mr. Guttman to approve the May 4<sup>th</sup>, 2106 minutes as amended. Seconded by Mr. Rounds. Vote 4-0-2. Motion passes.**

**Ms. DiFrusia and Mr. Post abstained, as they were not here for the meeting.**

### **2015 Master Plan Phase I Workshop – Vision & Goals Chapter**

The Board discussed the best way to move the editing of the chapters forward in a productive way. The Board does not think they can discuss this chapter without the input of Mr. Carpenter. Ms. Post stated that it might not make complete sense to approve or further discuss the Vision and Goals chapter first before it is known from the subcommittees what the other goals and objectives of the other chapters are. This chapter should encompass the Master Plan as a whole. Hence, it should happen after more is known about the other chapters. Every chapter has its own process and its own criteria. To be fair, this may be very difficult to mesh as the Chairman mentioned. There was a suggestion that each subcommittee could then view their portion of the Vision and Goals Chapter to be sure it speaks to the vision they set forth in their respective chapter. Chairman Gosselin asked that the subcommittees meet and gather a status update for the workshop date for the allotted chapter.

The Housing Committee positions have been advertised. It is on the agenda for June 8<sup>th</sup> to interview citizens at that meeting. Ms. Post and Ms. Simmons are the two Board members on this Committee.

Board members are encouraged to communicate to staff if their chapter is not ready for their allotted time on the workshop agenda or if their chapter is ready ahead of schedule.

Ms. Scott spoke to how packed the Planning Board schedule is for June.

Ms. DiFrusia asked to be assigned to the Watershed Ordinance for 2017 Town Meeting if it goes to a subcommittee. This chapter would be scheduled for August 31<sup>st</sup>, 2016.

### **Old/New Business**

Mr. Guttman passed in his materials for an Adopt-A-Spot application for cleaning up Griffin Park. The kick off is June 4<sup>th</sup> at the Community Garden. Information about both of these programs are available on the website or you can call the Community Development Office.

### **Adjournment**

**A motion was made by Mr. Rounds to adjourn at 8:59pm. Seconded by Ms. DiFrusia. Vote 6-0. Motion passes.**